

28 November 1945

Memo to: _____

Subject: Handling of Japanese Documents.

1. Reference is made to SCAP Gen. Order No. 9 dated 2 Oct 1945 and memorandum dated 21 Oct 1945 (file 386.3) subject, "Handling and Exploitation of Surrendered Japanese Documents" from this office.

2. Representatives of Army, Corps, and Division G-2's have been locating and collecting documents in the areas under their jurisdiction.

3. These documents will remain in place or central depositories until screened by ATIS and WDC language personnel.

4. The documents will not be removed from site or central depositories if previous notice has been filed with WDIT G-2, SCAP, requesting that such documents remain in place for examination. See memo dated 26 November 1945.

5. Subsequent to screening by ATIS and WDC language personnel, documents will ordinarily be crated and shipped to WDC (Adv), Section B, located at U. S. Army Technical Intelligence Center, Tokyo Arsenal #1. However, wherever practicable documents will be shipped from site direct to WDC, Washington.

6. Prior to shipment from Tokyo or from the original site, as the case may be, a Shipping Advice listing the documents in question will be circulated by ATIS to all interested agencies to afford opportunity for scanning and selection of documents needed for further Theater exploitation.

7. Two weeks after the circulation of the Shipping Advice, unrequisioned documents will be shipped to WDC, Washington, where they will be made available to all authorized agencies.

8. Documents requisitioned will be loaned for a thirty day period at the end of which time a decision will be reached as to the need for further retention of the document or reproduction of the document in order that the original or copy thereof may be transmitted to WDC, Washington.

9. Scanning or translation services will not be furnished by WDC (Adv). Documents may be scanned at WDC (Adv) Section B, Tokyo Arsenal #1, or taken out on loan for the 30 day period.

10. Agencies acquiring Japanese documents by their own means will furnish a complete inventory thereof to WDC (Adv), through ATIS, using AFAC WDIT Form No. 1. Under no circumstances will Japanese documents be shipped out of Japan except by clearance with the Chief, WDIT Section, G-2, SCAP.

11. Any questions relating to the handling of Japanese documents will be referred to the Chief, WDC (Adv), room 236, NYK Building through ATIS.

For the A. C. of S., G-2:

Incls:

1. Memo dated 21 Oct 1945
2. Memo dated 26 Nov 1945

Colonel, CSC

Chief, WDIT Section

G-2, SCAP

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